

# VoiceMail

## VoiceMail Access

From your extension	555
From another extension	500

## Other Options

Announce only mode on/off	*6
Exit Voicemail	*9

### Menu\*

#### Review messages **1**

New Messages	<b>1</b>	Replay	<b>1</b>
Old Messages	<b>2</b>	Next/Save	<b>2</b>
Group Messages	<b>3</b>	Delete	<b>3</b>
Main Menu	<b>*</b>	More Options	<b>0</b>
		Previous Menu	<b>*</b>
		Select group	<b>#</b>
		Previous Menu	<b>*</b>
		Message Info	<b>1</b>
		Forward to extension	<b>2</b>
		Call back	<b>3</b>
		Previous Menu	<b>*</b>

#### Change Greeting **\*2**

First/Last name	<b>1</b>
Internal	<b>2</b>
External	<b>3</b>
After hours	<b>4</b>
Lunch time	<b>5</b>
Meeting	<b>6</b>
Weekend	<b>7</b>
Vacation	<b>8</b>
Exit Voicemail	<b>9</b>
Main menu	<b>*</b>

#### Change Greeting **2**

Review	<b>1</b>
Record	<b>2</b>
Delete	<b>3</b>
Exit voicemail	<b>9</b>
Previous menu	<b>*</b>

#### Change user preferences **\*3**

Password	<b>1</b>
Call waiting	<b>3</b>
Busy handling*	<b>4</b>
Email notification	<b>6</b>
Exit Voicemail	<b>9</b>
Menu	<b>0</b>
Busy handling	<b>1</b>
Ring no answer handling	<b>2</b>
Internet service outage routing	<b>3</b>
Previous menu	<b>*</b>

\* Busy handling, Ring no answer handling, Internet outage routing

#### Change forwarding rule **\*4**

Listen to rule	<b>1</b>
Set current call as rule*†	<b>2</b>
Set rule	<b>3</b>
Delete rule	<b>4</b>
Exit Voicemail	<b>9</b>
Main menu	<b>*</b>

\* Takes the number from the Caller ID you are dialing from and immediately sets it as your call forwarding number.

† Supports phone numbers from within your company phone system only. External numbers are not supported.

#### Set a specific greeting **\*5**

Business hours	<b>1</b>	Vacation	<b>6</b>
After hours	<b>2</b>	Greeting in use	<b>0</b>
Lunch time	<b>3</b>	Exit voicemail	<b>9</b>
Meeting	<b>4</b>	Main menu	<b>*</b>
Weekend	<b>5</b>		